



**CITY OF NEWPORT BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**

3300 Newport Boulevard | P.O. Box 1768 | Newport Beach, CA 92658  
www.newportbeachca.gov | (949) 644-3275

**NOTICE OF LESS THAN  
SUBSTANTIAL IMPROVEMENT**

Dear Property Owner,

It is determined that the proposed project, at \_\_\_\_\_, plan check number: \_\_\_\_\_, is located in a Special Flood Hazard Area, and considered **less than a Substantial Improvement**, as defined in the City of Newport Beach Municipal Code Chapter 15.50 for Floodplain Management. Therefore, under this specific permit application, the elevation of the top of slab or stem wall of the entire structure is not required to be raised to elevation 9.0 feet North American Vertical Datum of 1988 (NAVD), as indicated within the National Flood Insurance Program (NFIP).

This determination letter is to inform you as the owner any additional changes to the scope of the above-mentioned project, prior to permit issuance or during construction, will require the improvement's cost to be reevaluated; which may cause the project to be determined a Substantial Improvement. The City reserves the right to place a "Stop Work" notice on a project which becomes a Substantial Improvement, and require the entire structure with its plans and construction documents to be redesigned, resubmitted for plan review, reconstructed and inspected as compliant with the NFIP slab elevation requirement. You may file an appeal or variance application to the Determination of Substantial Improvement to the Planning Commission for reconsideration. The fee for an appeal is \$4,466.00 and is submitted to the Director of Community Development Department. The deposit for variance is \$5,000.00 and is submitted to the Planning Division.

By:

\_\_\_\_\_  
Title: \_\_\_\_\_ On: \_\_\_\_\_